



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-29

10 June 2010

TECHNICIAN PERFORMANCE APPRAISAL PROGRAM – ANNUAL APPRAISAL

1. An integral part of the performance management process is supervisory assessment of employee performance relative to communicated expectations, including critical elements, for the appraisal period. The written assessment captures technician accomplishments (or lack thereof) during the appraisal period and determines ratings. The end of the appraisal period is 30 June 2010.
2. While entirely voluntary, technicians are encouraged to provide self-assessment narratives using the Performance Appraisal Application (PAA) for each critical element covering their performance and offer contributions to the organization for the current appraisal period. Technician self-assessments should describe accomplishments relative to performance expectations including critical elements; organizational mission and goals; and team goals. Input assists rating officials in evaluating technician performance results. Their perspective informs raters of performance and contribution, thereby possibly impacting the recommended rating. The PAA will accept annual appraisal self-assessments from 10-30 June 2010.
3. Supervisors will provide narrative assessments using the PAA to address each critical element describing technician accomplishments and contributions, relative to performance expectations. This includes assessments and ratings of each critical element. Supervisors may input annual appraisals through the PAA beginning 1 July 2010. Ratings are justified as follows:
 - a. Unacceptable ratings (Level 1) require a Performance Improvement Plan (PIP) failure and justification to be approved at the next higher level. Documentation must be provided. A PIP is required before a Level 1 (Unacceptable) rating is given. For more information on the PIP process, reference California National Guard Full-time Personnel Regulation 431.
 - b. Marginal ratings (Level 2) must be supported with justification as to why the employee is below a Fully Successful level of performance.
 - c. A rating of Fully Successful or above (Levels 3-5) must be supported with justification for the performance level.

The annual appraisal will be rated and communicated to technicians within 15 calendar days from the end of the appraisal period.

4. A PDF copy of each final annual appraisal must be sent to the Human Resources Office via email to NGCAJ1HRO-ER@ng.army.mil. Each PDF must be named using the following:
 - a. 2010-last name-last 4 numbers of social security number
 - b. Example: "2010-Jones-1234.pdf"

TAAI 10-29, dated 10 June 2010

SUBJECT: Technician Performance Appraisal Program – Annual Appraisal

5. Questions may be directed to MSgt April Mosher at CAGNET 6-3454,
DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.



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